



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date

PROPERTY OWNER	APPLICANT (owner's agent)
Name	Name
Mailing Address	Mailing Address
Phone	Phone
E-mail	E-mail

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land (may be attached as separate sheet)	
Historic Structure or Site Name	
Current Zoning	
Current Uses	Proposed Uses

ATTACHMENTS - Please include any or all of the following, as appropriate for your request
<input type="checkbox"/> Scaled site plan of lot (Please indicate property line dimensions, location, size, and yard setback dimensions of proposed and existing structures and driveways. Show relative location of adjoining structures if located within a district. The Community Development Department and/or Assessor's Office may provide assistance.)
<input type="checkbox"/> Sketches, elevation drawings and/or annotated photographs
<input type="checkbox"/> Description of proposed work, materials to be used and impact on existing feature
<input type="checkbox"/> Specifications (materials) for the project

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
Application Complete _____ / ____ / ____	Date Filed _____ / ____ / ____
Historic Preservation Commission Approval Date _____ / ____ / ____	

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

An owner or owner's agent in charge of a local historic structure, local historic site or contributing structure shall apply for and receive approval of a Certificate of Appropriateness from the Historic Preservation Commission prior to performing any of the following work:

- Historic preservation alterations or demolition of all or any part of a local historic structure, local historic site or contributing structure
- Historic preservation alterations or demolition of any improvement upon a local historic structure, local historic site or contributing structure

Definitions:

Historic preservation alteration means those outer surface alterations made to a local historic structure, local historic site or contributing structure, such as:

- a. Installation or alteration of windows, doors or other architectural features where the original opening is proposed to be enlarged, reduced, or altered
- b. Relocation
- c. Reconstruction
- d. Rehabilitation
- e. New construction of any improvement or additions to a local historic structure, local historic site or contributing structure

Demolition means razing, destroying, dismantling or in any manner causing partial destruction or total destruction of a local historic structure, local historic site, contributing structure or any improvement.

WHERE DO I START?

Contact the Community Development Department to discuss interest in obtaining a Certificate of Appropriateness.

WHAT'S NEXT?

A complete submittal includes a completed application signed by the property owner(s) with the following supplementary information: a scaled map with property lines, dimensions, location of all buildings and distances to property lines, a detailed description of the project (including project materials), and all pictures or drawings which demonstrate the scope of the project (including architectural features affected such as windows, roofs, porches, cornices or masonry). This submittal shall be filed with the Community Development Department at least 14 days before the Historic Preservation Commission meeting.

The Historic Preservation Commission shall make a decision regarding the Certificate within 25 business days from the date the Certificate of Appropriateness application was accepted by the Community Development Department.

WHAT IS THE FINAL ACTION?

The Historic Preservation Commission approves or denies the Certificate of Appropriateness application.

NOTE: *The issuance of a Certificate shall not relieve the applicant from obtaining other permits and approvals required by the City. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the Certificate required for the proposed work.*